



## GOVERNOR'S OFFICE OF COMMUNITY SERVICE

### 2013 ServeMontana Symposium Scholarship Process and Procedure

The fourth annual ServeMontana Symposium will bring together community leaders, nonprofits, volunteers, Senior Corps, VISTA and AmeriCorps State and National members to explore volunteerism and service in Montana. This two day conference will include two dynamic plenary speakers, twelve workshop sessions that provide in-depth trainings on a variety of topics, and the annual ServeMontana Awards Luncheon that recognizes outstanding volunteers from across Montana.

#### Eligibility

Individuals must be affiliated with a nonprofit organization, government agency, or educational institution, and must have a need for financial assistance. Applicants must be able to attend both full days of the ServeMontana Symposium, February 28 and March 1, 2013.

#### Process & Procedures

Scholarships for the ServeMontana Symposium will be distributed in a direct payment to the applying organizations for the individuals requesting to attend. After the scholarship payment is made, the individuals and their organization are responsible for making all registration and travel payments. Scholarships funds are limited and will be distributed by December 31, 2012 therefore we encourage everyone to apply early.

Forms must be returned to [serve@mt.gov](mailto:serve@mt.gov) on or **before December 7, 2012**. The public will be notified by e-mail and through [serve.mt.gov](http://serve.mt.gov), when scholarships are no longer available. Scholarships recipients will be notified on or before December 17, 2012 with the amount of the award.

The Governor's Office of Community Service (OCS) will acknowledge receipt of scholarship application; if you have not received an e-mail confirming the application was received please call 406-444-1809.

#### Registration Scholarship

*Up to \$75 per person*

Scholarship recipients will register themselves through the online registration system and pay the full registration fee. Recipients are responsible for the remaining \$25 (early registration \$100 less \$75 scholarship).

#### Travel and Lodging Scholarship

*Up to \$150 for hotel and mileage costs per person*

Scholarship recipient will make and pay for all travel arrangements.

## How to Apply

Scholarship recipients must submit an invoice that will act as their request. The invoice must be submitted along with a W9 (if not already on file). To be considered for a 2013 Symposium Scholarship your invoice must provide the following details:

- Program or Organization Name
- Needs statement explaining how the scholarship will your staff, members, or host sites attend
  - National Service Programs must clarifying no other funds are available to attend
- Total Request Amount
  - Registration Scholarships Requested
    - Separated by group, who will be using the scholarship, staff, members, host sites, etc.
  - Travel and Lodging Scholarships Requested
    - Separated by group, who will be using the scholarship, staff, members, host sites, etc.
      - Number of rooms needed for each group
      - Miles traveled for each group

**Important:** After the Symposium and before March 11, 2013 you must submit actual hotel receipts along with mileage documentation to Tony Dean ([tdean@mt.gov](mailto:tdean@mt.gov)) for scholarship attendants. Please send a worksheet using the following format for mileage receipts:

| Name of Traveler(s) | Departure City | Miles (round trip) | Total Expenses (.555 cents per mile) |
|---------------------|----------------|--------------------|--------------------------------------|
|                     |                |                    |                                      |
|                     |                |                    |                                      |
|                     |                |                    |                                      |

## Cancellation

The scholarship awards are transferable between staff, members, and volunteers within the same organization. If the person originally signed up for the scholarship is unable to attend please work to find another person to attend. If you are unable to use the full amount of your award please notify OCS as soon as possible; any unspent funds will be lost. The ServeMontana cancellation policy applies to all registrants, including those that have applied for a scholarship.

## Questions

If you any questions please contact: Governor's Office of Community Service at [serve@mt.gov](mailto:serve@mt.gov) or 406.444.1809

Mailing address:

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Attn: ServeMontana Symposium  
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